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30 June 1960

Costs to Store One Cu. Ft. of Records (2,000 pieces of paper) For One Year.

# AGENCY OFFICE COSTS

## Equipment

The pro-rata cost for 8 cu. ft. capacity filing equipment is \$259. Amortized over 20 years, this equipment would cost \$12.95 per year or \$1.62 for one cubic foot capacity- - - - - \$ 1.62

## Space

One cubic foot of records requires one square foot of floor space 2.50

## Personnel

One employee can service 96 cu. ft. of records (Remington Rand, "How to Measure Your Filing Costs and Efficiency"). Salary to service one cu. ft. one year by a GS-4 @\$4,355 a year would be \$ 45.36

Total cost of storing 1 cubic foot of records per year in office space- - - - - 49.48

COST OF STORING 1 PIECE OF PAPER PER YEAR IN OFFICE SPACE- - - 2.4 cents

# AGENCY RECORDS CENTER COSTS

## Space and Shelving

Construction cost of Center including equipment- - - - - 686,889.00

Total cost per year based on 20 years amortization - - - - - \$34,344

Cost per cu. ft. per year based on 100,000 cu. ft. capacity .34

Records Center Box - - - - - .10

## Personnel (Fiscal Year 1960)

\$97,612 in .01 funds to handle 65,462 cu. ft. of records (59,616 cu. ft. on hand at end of year, 5,846 cu. ft. destroyed during year)- - - - - 1.49

Total cost of storing 1 cu. ft. of records per year in Records Center- - - - - 1.93

COST OF STORING 1 PIECE OF PAPER PER YEAR IN RECORDS CENTER .009  
(Nine-one hundredths of a cent)

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